

EMPLOYMENT OPPORTUNITIES – Last Update 6/23/11

Reading is an Equal Opportunity Employer M/F

Position, Division, Department

Technician, Technology Division, Finance Department

To Apply for a Position:

Applications are available in the Human Resources Office, 2nd Floor, Town Hall, 16 Lowell Street, Reading, MA from 7:30 a.m. to 5:30 p.m. Monday, Wednesday, Thursday and until 7:00 p.m. on Tuesdays, or may be downloaded from the web site. Submit your application or resume to the Human Resources Office or send your resume by e-mail, as a Word document or PDF, to personnel@ci.reading.ma.us. If you have any questions, e-mail or call the Human Resources Office at 781-942-9033.

FINANCE DEPARTMENT

Technician, Technology Division

This position will provide a first point contact for end-users to receive support and maintenance within the Town's desktop computing environment. This includes installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. Other responsibilities include troubleshooting issues (in person, by telephone, or via e-mail) in a timely and accurate fashion, providing end-user assistance and training where required and working on long-term projects

The ideal candidate must be able to:

Balance daily troubleshooting responsibilities with long and short term Town IT projects.

Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels.

Facilitate and deliver technical training sessions to internal customers.

Serve as the internal technical contact for the Town's website.

The qualifications of the ideal candidate include:

Bachelor's Degree and at least three years of relevant experience or an equivalent combination of education and experience.

Knowledge and hands-on experience with Microsoft operating systems and office automation tools including Office 2003, Windows XP, and Windows 7.

Technical aptitude for PDAs, cell phones, desk phones, phone systems, printers and any other technical resource supported by the IT department.

Ability to build and rebuild computer workstations beginning at the hardware component level.

Working knowledge and experience with networking technologies. Understanding of LAN, WAN, network routing, TCP/IP addressing, name resolution, firewalls.

Ability to troubleshoot a broad range of workstation issues.

Ability to quickly learn new concepts to facilitate troubleshooting and fulfill service requests.

Ability to work independently yet also demonstrating interpersonal team oriented skills

Excellent customer service and communication skills with the ability to communicate clearly and effectively (oral and written).

Salary is dependent on qualifications and experience.

Hours are flexible and the position is available immediately.

Resumes reviewed in order of receipt until position is filled.

FIRE DEPARTMENT

Firefighter

Firefighter positions are filled through Civil Service Examinations scheduled by the Commonwealth of Massachusetts Human Resources Division and an interview process with the Town. Call Customer Service at the Human Resources Division at (617) 727-3777 or toll free at 1-800-392-6178, or check the website at www.mass.gov/hrd for an examination schedule.

POLICE DEPARTMENT

Police Officer

Police Officer positions are filled through Civil Service Examinations scheduled by the Commonwealth of Massachusetts Human Resources Division and an interview process with the Town. Call Customer Service at the Human Resources Division at (617) 727-3777 or toll free at 1-800-392-6178, or check the website at www.mass.gov/hrd for an examination schedule.